Sub Recipient Title VI Public Participation Survey

- **Instructions**
  - NDDOT developed the Title VI Public Participation Survey to collect statistical data of participants and beneficiaries of NDDOT and its' sub recipient's programs. This survey is a means to determine if FHWA or FTA financial assistance is reaching communities and populations that need the assistance as well to quantitatively monitor the performance of our Title VI and nondiscrimination programs.

  - At your event, explain the purpose of the survey. The purpose of the survey is printed on the survey along with instructions on filling out the survey. The language question is intended to capture Limited English Proficiency (LEP) persons attending. The public assistance question is intended to capture traditionally underserved populations attending. Encourage event attendees to complete the survey. (Only the public attending the events should complete the survey. It is not intended for NDDOT, city, county, or consultant employees who are hosting the event.)

  - Process the survey information within your agency.

- **Survey Preparation**
- **Prior to printing the survey, certain fields need to be filled out.**
  - **Event Date:** Enter the date the event is being held.
  - **City:** Enter the ND city number. See code list on NDDOT website.
  - **County**: Enter the ND county number. See code list on NDDOT website.
  - **Division/District Number:** Enter Division/District Number. See code list on NDDOT website.
    - https/www.dot.nd.gov/divisions/civilrights/docs/titlevi/div-dist_city_county%20CODES.pdf
  - **Project Control Number (PCN):** Enter number if applicable. If there are multiple PCN's, only enter the Parent PCN.
  - **Right of Way (ROW):** Select the appropriate only if the survey is being completed for the specific activity selected.
  - **MPO:** For use by MPO's only. If you are an MPO, select your MPO area.
  - **Sub recipient:** Select appropriate answer.

- **Save the survey completed with identifying information to your files.**
- **Print as many original documents as you need for your event**.